

# COLLATING PRODUCTION SURVEY

FOR: Firm Name .....

Address .....

| NAME OF JOB | (A)<br>NO.<br>OF<br>SHEETS<br>TO<br>SET | (B)<br>NO.<br>OF<br>SETS<br>COLLATED | (C)<br>TOTAL NO.<br>OF<br>SHEETS<br>A X B | STAPLED  |         | HOW DUPLICATED? |            |                       |            | PAPER?    |             | COLLATING TIME<br>(PLEASE LEAVE BLANK) |        |
|-------------|-----------------------------------------|--------------------------------------|-------------------------------------------|----------|---------|-----------------|------------|-----------------------|------------|-----------|-------------|----------------------------------------|--------|
|             |                                         |                                      |                                           | ✓<br>YES | ✓<br>NO | ✓<br>SPIRIT     | ✓<br>MIMEO | ✓<br>OFFICE<br>OFFSET | ✓<br>PRINT | ✓<br>SIZE | ✓<br>WEIGHT | MANUAL                                 | THOMAS |
| 1           |                                         |                                      |                                           |          |         |                 |            |                       |            |           |             |                                        |        |
| 2           |                                         |                                      |                                           |          |         |                 |            |                       |            |           |             |                                        |        |
| 3           |                                         |                                      |                                           |          |         |                 |            |                       |            |           |             |                                        |        |
| 4           |                                         |                                      |                                           |          |         |                 |            |                       |            |           |             |                                        |        |
| 5           |                                         |                                      |                                           |          |         |                 |            |                       |            |           |             |                                        |        |
| 6           |                                         |                                      |                                           |          |         |                 |            |                       |            |           |             |                                        |        |
| 7           |                                         |                                      |                                           |          |         |                 |            |                       |            |           |             |                                        |        |
| 8           |                                         |                                      |                                           |          |         |                 |            |                       |            |           |             |                                        |        |
| 9           |                                         |                                      |                                           |          |         |                 |            |                       |            |           |             |                                        |        |
| 10          |                                         |                                      |                                           |          |         |                 |            |                       |            |           |             |                                        |        |
| 11          |                                         |                                      |                                           |          |         |                 |            |                       |            |           |             |                                        |        |
| 12          |                                         |                                      |                                           |          |         |                 |            |                       |            |           |             |                                        |        |
| 13          |                                         |                                      |                                           |          |         |                 |            |                       |            |           |             |                                        |        |
| 14          |                                         |                                      |                                           |          |         |                 |            |                       |            |           |             |                                        |        |
| 15          |                                         |                                      |                                           |          |         |                 |            |                       |            |           |             |                                        |        |
| TOTALS      | X                                       | X                                    |                                           |          |         |                 |            |                       |            |           |             |                                        |        |

- Note:**
1. List above all jobs collated during a typical one week period. If they represent a longer period of time, please indicate.
  2. Give desired information on each job.
  3. **Important:** Please include a sample copy of each job.
  4. Mail the completed form to our dealer nearest you or to us at 100 Church St., New York 7, N. Y.
  5. We'll do the rest! We'll tell you which jobs we can save you money on and give you a rough idea of the time these jobs should take. Again, no obligation on your part.



*Thomas Collators Inc.*  
*Specialists in Paper Gathering*

100 CHURCH STREET NEW YORK 7, N. Y.  
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